



Community
Schools Trust
Challenge • Support • Together

Job Description

Post: Cover Supervisor and Coordinator

Responsible to: Office Manager

Salary scale: Scale 6 (18-20) £27,978 - £28,992

Location: *Waterside Academy*

Job Purpose

The post holder will take absence calls and arrange daily cover. The post holder will also supervise whole classes during the short term absence of the assigned teacher ensuring that the learning for students is of the standards expected by the school/trust and that students remain focussed and on task at all times.

Main duties and responsibilities

- To take absence calls and arrange daily cover according to procedure.
- To organise and provide effective cover for lessons and duties as appropriate.
- To demonstrate high levels of ambition and optimism regarding what the school and its students can achieve.
- To have the resolve to make a real difference to the lives of students.
- To support students (both individually and in groups) so children make rapid academic progress in the subject and form habits of excellence.

Specific responsibilities

Operational role

- To supervise the learning for students in a classroom providing a safe and stable environment
- To supervise work that has been set by a teacher.
- To manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To collect completed work after the lesson and pass it to the appropriate teacher.
- To report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- To follow and uphold the school's policies and procedures.

Quality and Standards

- To follow health and safety requirements and initiatives as directed.
- To comply with relevant data protection legislation.
- To demonstrate a commitment to safeguarding and the welfare of children and young people.

- To demonstrate a commitment to inclusive education and equal opportunities.
- To contribute to the maintenance of a caring and stimulating environment for young people, holding high expectations of students.

Teaching and Learning

- Teaching appropriately the students according to their needs. This includes the setting, marking, assessing of classwork, DPR assignments/homework, projects and visits, in line with departmental policies, and whole school priorities.
- Run after-school GCSE intervention sessions with identified students where appropriate.
- Act as a role model in the provision of high quality teaching, learning and assessment.
- Contribute to the school's monitoring and evaluation processes.
- Keep records of students' attendance, classwork and homework.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.

General

- Maintain a high profile across the school.
- Be highly organised.
- Attend and participate in regular meetings.
- Support school functions as appropriate.
- Contribute to the development and implementation of the department development plan and action plans.
- Undertake self-review and engage in regular performance management as required.
- Establish effective working relationships and set a good example through personal presentation and professional conduct.
- To assist with monitoring the students during break and lunch times according to the duty rota.

These responsibilities and duties may be subject to variation, as the school's needs change at the reasonable discretion of the headteacher.

This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

Person Specification

The criteria listed in this person specification are all essential to the role. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Demonstrate familiarity with the UK National Curriculum	Application form/interview
QUALIFICATIONS: Educated to degree level (or equivalent) or excellent relevant knowledge and skills	Application form/written evidence
EXPERIENCE: Relevant classroom experience essential Experience of working within a secondary school environment with both KS3 and KS4 students desirable	Application form/interview Application form/interview
SKILLS: Ability to engage, motivate and inspire young people Ability to manage behaviour effectively in the classroom Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the pupils to stay on task. Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes Ability to offer constructive feedback to students Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. The ability to contribute to wider school and trust initiatives	Interview/task Interview Interview Interview Interview Interview interview
PERSONAL STYLE AND BEHAVIOUR: Enthusiasm, humour and initiative A belief that the best interests of students come first Dedication to the role, resilience and willingness to learn An excellent record of attendance and punctuality Flexibility and an ability to adapt to change A collegiate approach to work	Interview Interview Interview Interview Interview Interview
OTHER SPECIAL REQUIREMENTS: Willingness to work outside of normal working hours by mutual agreement on occasion, including parents evenings and raising achievement events	Interview